SPD - Work Acceptance - PROC1000

Scope

This process defines the steps required for individual Districts and Centers (i.e., USACE Activities) to assess their capability to accept new work from both existing and new customers, and to establish authorities and procedures for work acceptance and assigning accepted work. This process also covers how USACE ~~activities~~ Activities will assign work that Headquarters and Congress have directed them to perform. Response: Accepted .

Policy

ER 5-1-10, Corps-Wide Areas of Work Responsibility *[http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-10/entire.pdf]*

ER 5-1-11, U. S. Army Corps of Engineers Business Process
[http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-11/entire.pdf]

ER 37-1-26, Issuance and Acceptance of Project Orders *[http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-1-26/entire.pdf]*

ER 37-2-10, Accounting and Reporting – Civil Works Activities
[http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-2-10/part1.pdf]

ER 1140-1-211, Support for Others: Reimbursable Work *[http://www.usace.army.mil/inet/usace-docs/eng-regs/er1140-1-211/entire.pdf]*

Letter, CEMP-N, 8 Feb 01, Subject: Interim Guidance on Services for Federal Agencies and State and Local Governments *[http://www.hq.usace.army.mil/cecs-i/IISWWW/WebLinks/Document/Section211/211InterimGuidance.pdf]*

Thomas Amendment *[http://www.hq.usace.army.mil/cecs-i/IISWWW/WebLinks/Author2.htm]*

WRDA 2000, Section 211, Interim Guidance on Services for Federal Agencies and State and Local Governments *[http://www.hq.usace.army.mil/cecs-i//IISWWW/Weblinks/Section211.html]*

15 U.S.C. § 1535, The Economy Act *[http://www4.law.cornell.edu/uscode/31/1535.html]*

33 U.S.C. 2323a § 234 of WRDA 96, Interagency and International Support Authority
[http://www4.law.cornell.edu/uscode/33/2323a.html]

10 U.S.C. § 3036, The Chief's Economy Act *[http://www4.law.cornell.edu/uscode/10/3036.html]*

10 U.S.C. § 6505, The Intergovernmental Cooperation Act
[http://www4.law.cornell.edu/uscode/31/6505.html]

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Responsibility

The USACE employee is responsible for notifying the Deputy District Engineer for Programs & Project Management, through their supervisors, when they receive inquiries for potential new work. Response: Accepted – reworded, see master document.

The Deputy District Engineer for Programs & Project Management (DPM) is responsible for accepting new work and notifying/assigning new work to the appropriate Program Manager.

The Program Manager (PgM) is responsible for

- Advising the DPM on the acceptability of work and on assigning the work if accepted
- Coordinating with the MSC Program Manager if the work is outside of the Area Of Responsibility (AOR) Response: Accepted.

The District Commander is responsible for informing customers when work cannot be accepted.

The Major Subordinate Command (MSC) Program Manager (PgM) is responsible for coordinating work between MSCs and across AOR boundaries.

Distribution

Deputy District Engineer for Programs & Project Management (DPM)*

District Commander*

Major Subordinate Command (MSC) Program Manager (PgM)*

Program Manager (PgM)*

Project Manager (PM)

System Administrator

USACE Employee*

Ownership

The BP/P2 Configuration Manager is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports corporate policy.

System References

Acronyms and Glossary – REF8000 [REF8000]

District/Center Workload Analysis and Resource Leveling – PROC1020 [PROC1020]

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Initiating a Project in P2 – PROC1030 [PROC1030]

PMP/PgMP Content – REF8005 [REF8005]

Receipt of Funds – PROC1040 [PROC1040]

Regional Business Center Workload Analysis and Resource Leveling – PROC6003 [PROC6003]

Team Establishment – PROC2020 [PROC2020]

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Activity Preface

This process is performed whenever new work is directed from HQUSACE or requested by an existing or new customer. After work is accepted using this process, go to *Initiating a Project in P2 – PROC1030 [PROC1030].*

USACE Employee

1. Receive work request.

   The initial work request should include sufficient information to develop a preliminary scope. Response: Reworded – word "sufficient" deleted.

2. Forward work request to DPM.

Deputy District Engineer for Programs & Project Management (DPM)

3. Assign to appropriate Program Manager.

Program Manager (PgM)

4. Determine if work is inside or outside the USACE activity's Area of Responsibility (AOR) or approved in an existing Memorandum of Agreement (MOA) or Interagency Agreement (IAG).

   For additional information, refer to *ER 5-1-10, Corps-Wide Areas of Work Responsibility [http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-10/entire.pdf]*

   - If work is for Federal agency, check authorities to support federal agencies, such as the following:

     15 U.S.C. § 1535, The Economy Act [http://www4.law.cornell.edu/uscode/31/1535.html]

     10 U.S.C. § 3036, The Chief's Economy Act [http://www4.law.cornell.edu/uscode/10/3036.html]

     33 U.S.C. 2323a § 234 of WRDA 96, Interagency and International Support Authority [http://www4.law.cornell.edu/uscode/33/2323a.html]

   - If work is for State, ~~or~~ local government or territory, check authorities to support non-federal entities, such as: Response: Accepted.

     10 U.S.C. § 6505, The Intergovernmental Cooperation Act [http://www4.law.cornell.edu/uscode/31/6505.html]

   - If work is to be done under the ICE, ensure compliance with the Chief's guidance: *Letter, CEMP-N, 8 Feb 01, Subject: Interim Guidance on Services for Federal Agencies and State*

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and Local Governments [http://www.hq.usace.army.mil/cecs-i/IISWWW/WebLinks/Document/Section211/211InterimGuidance.pdf] Response: To be corrected – see master document.

If work is inside the USACE activity's AOR or approved by MOA/IAG, goto task #5. Otherwise, goto task #13.

5. Determine if work is from an existing program/customer or a new customer.

If work is from existing program/customer, goto task #6. Otherwise, goto task #10.

6. Determine if resources are available.

   Availability of resources will be determined through coordination with respective resource providers.

Stop and complete *District/Center Workload Analysis and Resource Leveling – PROC1020 [PROC1020]*.

If resources are available, goto task #19. Otherwise, goto task #7.

7. Coordinate within the Regional Business Center (RBC) to evaluate availability of resources in the districts within that Division.

If resources are available, goto task #19. Otherwise, goto task #8.

8. Coordinate with other RBCs throughout USACE to evaluate availability of resources in the districts within other Divisions/Centers in a timely manner.

If resources are available, goto task #19. Otherwise, goto task #9.

District Commander

9. Inform customer USACE cannot accept work and offer assistance to redirect to other sources.

End of activity.

Program Manager (PgM)

10. Determine if work meets requirements of Thomas Amendment.

    Refer to *WRDA 2000, Section 211, Interim Guidance on Services for Federal Agencies and State and Local Governments [http://www.hq.usace.army.mil/cecs-i//IISWWW/Weblinks/Section211.html]* for requirement details.

If Thomas Amendment requirements are met, goto task #6. Otherwise, goto task #11.

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11. Request waiver from the Thomas Amendment through Major Subordinate Command (MSC) to HQUSACE or decline work.

If a Thomas Amendment waiver is received, goto task #6. Otherwise, goto task #12.

12. Inform customer that USACE cannot accept work due to the constraints of the Thomas Amendment.

End of activity.

13. Determine if work outside the AOR meets requirements of Thomas amendment.

    Refer to *WRDA 2000, Section 211, Interim Guidance on Services for Federal Agencies and State and Local Governments [http://www.hq.usace.army.mil/cecs-i//IISWWW/Weblinks/Section211.html]* for requirement details.

If work outside the AOR meets requirements of Thomas Amendment, goto task #14. Otherwise, goto task #15.

14. Determine if work is either within or outside the MSC ~~or outside the MSC~~. Response: Prefer original wording.

If work is within the MSC, goto task #7. Otherwise, goto task #16.

District Commander

15. Inform customer that USACE cannot accept work due to the constraints of the Thomas Amendment.

    Provide customer with geographic point of contact if customer chooses to pursue Thomas Amendment waiver.

    Refer to *ER 5-1-10, Corps-Wide Areas of Work Responsibility [http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-10/entire.pdf]* for additional information on geographic points of contact. Activate hyperlink Response: Fixed!

End of activity.

Program Manager (PgM)

16. Contact MSC Program Manager.

    Person to contact depends on type of work requested.

Major Subordinate Command (MSC) Program Manager (PgM)

17. Contact counterpart in geographic MSC where the work is scheduled to be executed.

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Program Manager (PgM)

18. Collaborate with the customer, AOR District and MSC to determine best methods for accomplishing work and notify DPM.

    AOR district will also perform Work Acceptance process in determining best method of accomplishment.

Deputy District Engineer for Programs & Project Management (DPM)

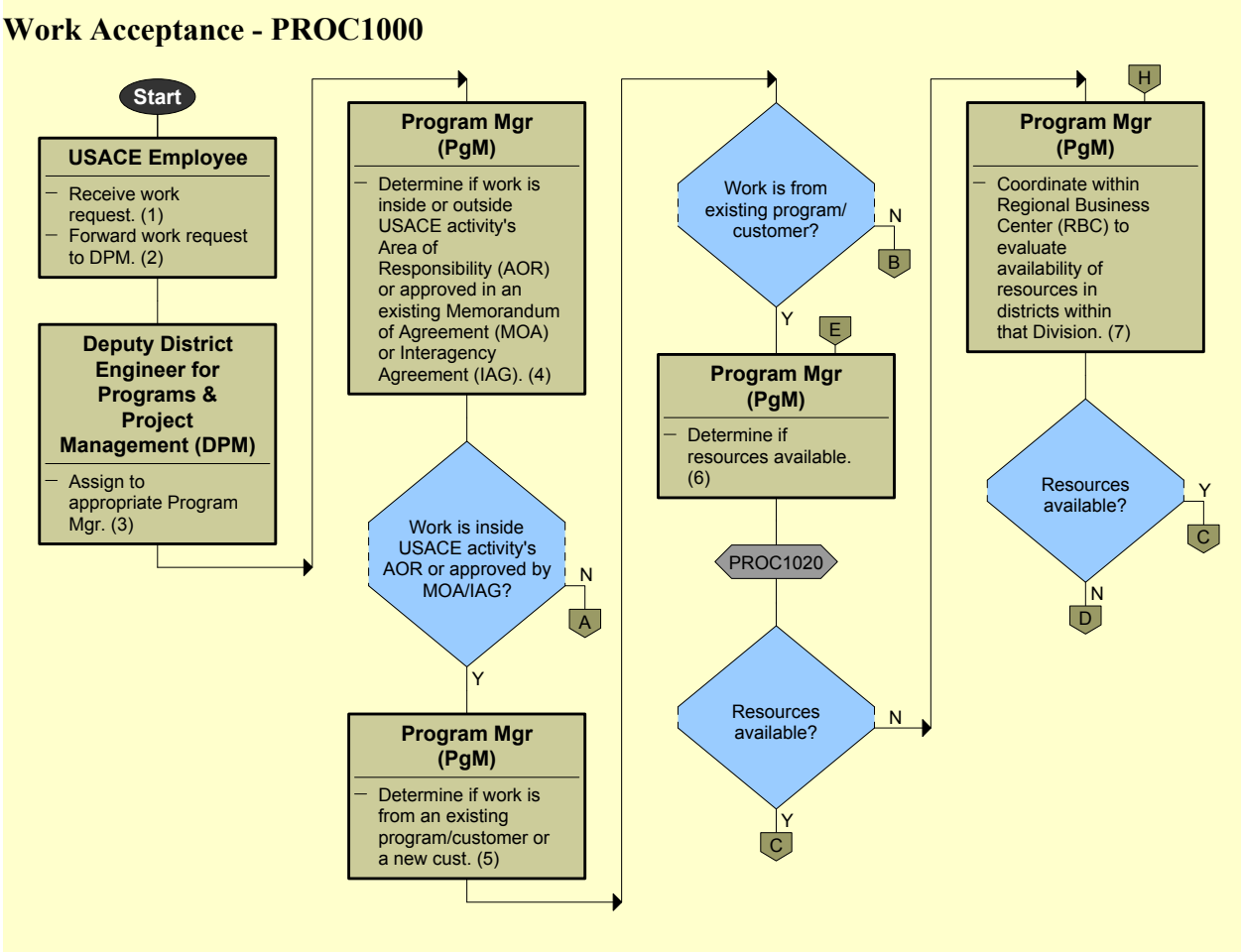
19. Notify customer of capability to perform work and invite them to participate as part of Project Delivery Team (PDT).

20. Assign and notify Project Manager and ~~notify~~ System Administrator (SA). Response: Rejected – an SA is not assigned per project.

End of activity.

Goto *Initiating A Project in P2 – PROC1030[PROC1030].*

Work Acceptance - PROC1000



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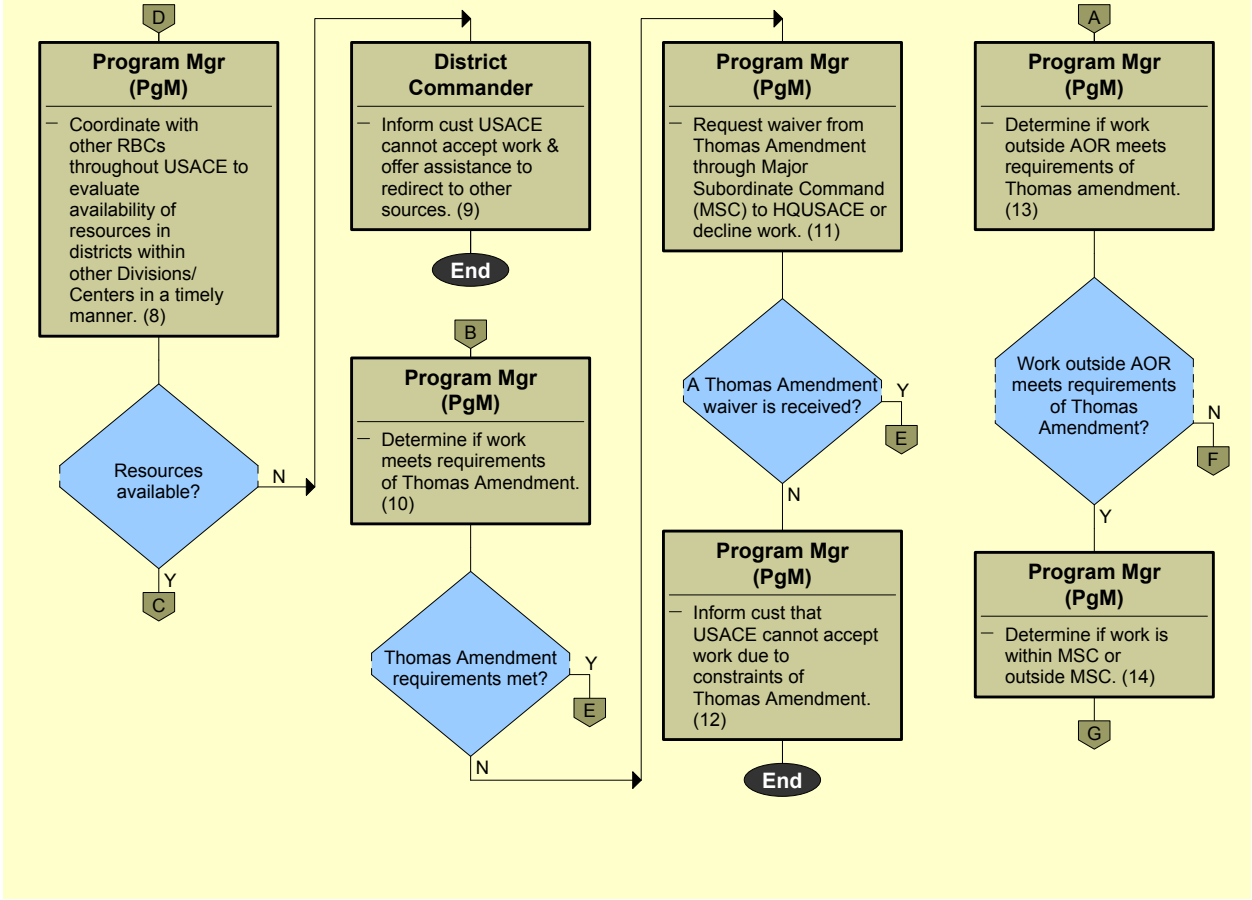
Work Acceptance - PROC1000



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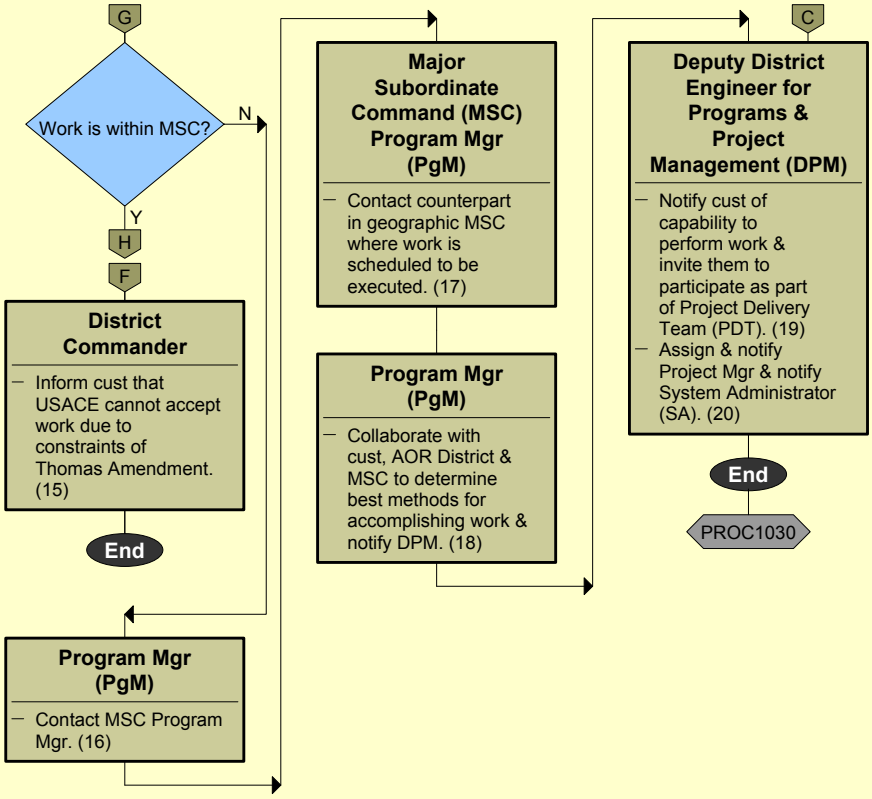

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